



**CITY OF BEDFORD RECREATION DEPARTMENT  
RESERVATION FORM**

940 Activity Place  
Bedford, VA 24523  
540.587.6061

Name of Organization \_\_\_\_\_

Purpose \_\_\_\_\_

Name of Responsible Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ # of Hours \_\_\_\_\_

**Set up and clean up time must be included in the number of hours the facility is used.**

Please Circle Your Choice:

**Picnic Shelters:**    Burks Hill    Woodside    Hilltop    Lakeside    Peakview    **\$15.00/hr**

**Reynolds Park Gazebos:**    Azalea    Wildflower    Dogwood    **\$15.00/hr**

**Liberty Lake Park Ball Fields:**    1    2    3    **\$20.00/hr**

**RNTREC**

## **Rules and Regulations**

- Please be sure to pick up and dispose of all trash into the trash containers provided by the park
- No event to run later than 12:00 AM.
- Organizations permitted to use City Recreation facilities shall be responsible at all times for damages to buildings, fixtures, equipment & property of changes that may result from improper use. The organization bears full responsibility for crowd control and for individual behavior of those present. A responsible member of the organization shall be present throughout the use of the facility to see that the property is protected and that conditions of use are not exceeded.
- The sale of food, drinks or any commodity is prohibited unless specifically requested and approved. No alcoholic beverages allowed without permission of the Bedford City Council. If permission is granted, a permit to serve alcohol must be obtained from the Alcoholic Beverage Control Board.
- No illegal substances, firearms, fireworks or glass containers are allowed in the Recreation facilities.
- The City Recreation Department reserves final right of action on any use request for any valid reason and reserve the final right to revoke any permit for false or misleading statements on an application.

I (we) have reviewed the above policies and agree to observe these and all other rules governing the use of public property. I (We) hereby release the City of Bedford and any officer, agent or employee of said city against any legal claim of any nature whatsoever which might be made against such city, board member, officer, agent or employee arising out of, or claimed to have arisen out of, use of the premises herein mentioned, including reasonable legal expenses which might be incurred by such board member, officer, agent or employee in defending any such claim whether such claim be frivolous or otherwise.

By signing below I (we) state that I (we) understand this policy.

---

Signature of Applicant

---

Date